

# Infrastructure Planning Engineer

<b>Service Area:</b>	Infrastructure, Development, and Environment
<b>Department:</b>	Engineering and Transportation Services
<b>Division:</b>	Design and Construction
<b>Work Location:</b>	City Hall, 1 Carden Street
<b>Work Mode:</b>	Hybrid
<b>Job Type and Duration:</b>	Permanent, Full Time Vacancy
<b>Position Availability:</b>	1 existing vacant position
<b>Salary Range:</b>	\$108,726.80-\$135,908.50
<b>Affiliation:</b>	Non-Union
<b>Posting Period:</b>	March 9, 2026 to March 29, 2026 11:59 p.m.

## Why Join the City of Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

## What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

## Position overview

This position will be responsible for the long range planning of a range of linear municipal infrastructure. Guided by the goals and objectives of the City's Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Vision for an inclusive, connected and prosperous city.

## Key duties and responsibilities

- Scope and lead infrastructure planning studies including Master Plans in accordance with the Municipal Class Environmental Assessment Process as defined in the Environmental Assessment Act for a range of municipal infrastructure (road, bridge, sewer, watermain and related) to implement the City's strategic goals of growth, asset management and economic development.
- Scope and lead infrastructure studies such as sanitary and stormwater flow monitoring, infiltration / inflow programs, water, stormwater and wastewater capacity assessments, feasibility evaluations, and preliminary design assignments, etc.
- Be a resource to policy and development planning, and development engineering teams by supporting high level review of development areas and their suitability to develop based on existing and future planned water and wastewater capacity.
- Lead project scoping and planning efforts for capital works in the divisional and departmental workplans.
- Assist in the review, prioritization and preparation of the Departmental 10 and 25-year infrastructure capital budget on an annual basis.
- Co-ordinate, direct and manage staff and/or consultant resources in maintaining and utilising the City's various hydraulic models and the delivery of projects.
- Utilize the City's various hydraulic models for capacity assessments, growth analysis, etc.
- Be a technical resource to other Departments and Divisions in the preparing of related planning documents such as the Development Charges Background Study.
- Develop and maintain project charters, project management plans, cost and schedule forecasts, risk management plans and other required documentation in compliance with the City's Project Management Office approved methodologies, tools and processes.
- Implement and apply project management best practices including developing and maintaining management plans for scope, schedule, cost, quality, resource, communications, risk, procurement and stakeholder management.
- Co-ordinates project accounting including processing of payment certificates and invoices.
- Performs contract administration including preparation of contract documents.
- Communicates and engages with stakeholders and public during the study processes.
- Liaise and negotiate with consultants, contractors and developers on engineering and related matters relative to contracts, agreements and standards, and maintains continued contact with the industry regarding standards and specifications for municipal construction.
- Prepare reports and presentations on infrastructure planning issues for Council, Community representatives and partners.
- Ensure compliance with all applicable federal and provincial regulations/legislation and City by-laws.
- Participate on technical committees in the development of policy, review of practices for municipal construction.

- Maintain professional knowledge in applicable areas and keep abreast of changes in job-related rules, statutes, laws and new business trends; recommend the implementation of changes; read and interpret professional literature; attend training programs, workshops and seminars as appropriate.
- Build and maintain positive working relationships with co-workers, other civic employees and public using principles of good customer service.
- Develop collaborative partnerships with agencies, utilities, adjacent municipalities, residents, property owners, consultants, developers and contractors on matters relating to the Design and Construction Division
- Evaluate contractor and consultant performance on capital projects.
- Perform other related duties as assigned.

## Qualifications and requirements

- Considerable experience related to the duties listed above, normally acquired through a University Degree in Civil Engineering or closely related field and considerable project management experience in municipal infrastructure planning, design and construction. Candidates with an equivalent combination of education and experience may be considered
- Registered as a Professional Engineer with the Professional Engineers of Ontario.
- Must possess a valid Class "G" driver's licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their license is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.
- Familiarity with the Project Management Institute best practices.
- Knowledge of relevant legislation, guidelines, standards and specifications as it relates to municipal design and construction.
- Ability to establish and maintain effective working relationships with a diverse group of stakeholders.
- Ability to prepare presentations on energy savings and present to staff.
- Excellent customer service skills with the ability to resolve customer inquiries/complaints effectively.
- Excellent interpersonal skills with the ability to engage staff and work in a team environment.
- Able to manage multiple and changing demands and priorities.
- Excellent communication skills with the ability to communicate with all levels of staff, stakeholders and the general public.
- Knowledge of the Occupational Health and Safety Act.
- Experience with software applications such as PCSWMM, InfoWater and InfoWorks suite of hydraulic models, GIS, and AutoCAD / Civil 3D would be an asset.

## Hours of work

35 hours per week Monday to Friday between the hours of 8:30 am and 4:30 pm. Evening or weekend work will be required to attend meetings or respond to urgent issues. This position is eligible for hybrid and flexible work arrangement options (as per current corporate policy).

## How to apply

Click "Apply Now" on the top right hand side of your screen by **March 29, 2026**.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

## Hiring Process Transparency

The City of Guelph is committed to fair and transparent recruitment practices. Candidates who participate in an interview for this position will be notified of the hiring decision within 45 days of their interview. Notifications will be provided in writing, or through technology.

## Commitment to Diversity & Accessibility

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

## Privacy Notice

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.